

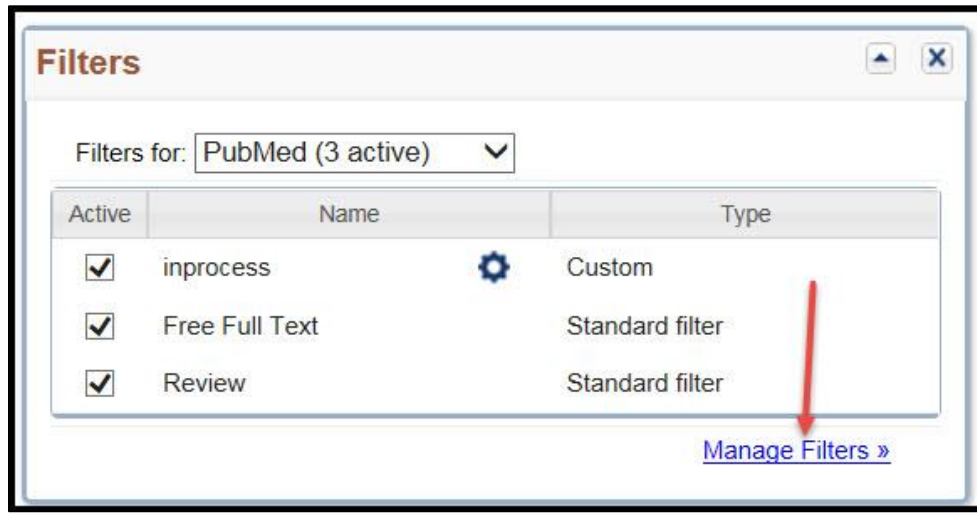
PubMed® for Librarians
Customizing your My NCBI Account
Practice Exercises and Links
National Library of Medicine Training Center (NTC)

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PRACTICE EXERCISE 1: FILTERS

Click on the "My NCBI" link in the top blue bar to return to the NCBI page. Focus on the Filters portlet. Click the "Manage Filters" link at the bottom of the portlet:



NOTE: If you have never activated Filters in My NCBI, your Filters portlet may be "blank."

Focus on the right hand side of the Manage Filters window. Change each of the radio buttons to see the choices, and then select the Filters that interest you. Remember that you can have up to **15 filters in PubMed active at any one time**.

My NCBI » Filters Filters help

You are managing filters for: PubMed Choose another database: PubMed (3 active) ▼

Your PubMed filter list Create custom filter

| Active | Name | Type | |
|-------------------------------------|----------------|-----------------|------------------------|
| <input checked="" type="checkbox"/> | inprocess | Custom | delete |
| <input checked="" type="checkbox"/> | Free Full Text | Standard filter | |
| <input checked="" type="checkbox"/> | Review | Standard filter | |

Browse/Search for PubMed Filters

Select category:

☒ Popular
 ☐ LinkOut
 ☐ Properties
 ☐ Links

Search with terms (optional):

| Active | Name | Description |
|-------------------------------------|-------------------------------|--|
| <input type="checkbox"/> | Clinical Trial | |
| <input type="checkbox"/> | English | |
| <input type="checkbox"/> | English & Humans | |
| <input checked="" type="checkbox"/> | Free Full Text | links to Web accessible full text articles (all available free of charge) |
| <input type="checkbox"/> | Full Text | links to Web accessible full text articles (some may require subscription) |
| <input type="checkbox"/> | Humans | |
| <input type="checkbox"/> | Items with Abstracts | |
| <input type="checkbox"/> | Published in the last 5 years | |
| <input checked="" type="checkbox"/> | Review | articles that review the literature on a subject |

After selecting the filters you prefer, return to PubMed and run a Search of your choice. Practice applying the filters on the right hand side of the Search Results page: click on the filter of your choice to see the results change.

PubMed.gov Help

PubMed multiple sclerosis Search

Create RSS Create alert Advanced

Article types

Clinical Trial

Review

Customize ...

Text availability

Abstract

Free full text

Full text

PubMed Commons

Reader comments

Trending articles

Summary ▾ 20 per page ▾ Sort by Most Recent ▾

Search results

Items: 1 to 20 of 67935

1. [Anti-CD20 antibody wows in multiple sclerosis](#)

Sheridan C.

Nat Biotechnol. 2015 Dec 9;33(12):1215-1216. doi: 10.1038/nbt1215-1215. No abstract available.

PMID: 26649998

Send to: ▾

Filter your results:

All (67935)

[Free Full Text \(15036\)](#)

[Review \(11916\)](#)

[Manage Filters](#)

New feature

Try the new Display Settings option - Sort by Relevance

Optional: practice applying and adding an NCBI filter to your search in the general search box. This filtered search will appear in your History only after you click on the **+** sign.

PubMed.gov Help

PubMed multiple sclerosis Search

Create RSS Create alert Advanced

Article types

Clinical Trial

Review

Customize ...

Text availability

Abstract

Free full text

Full text

PubMed Commons

Reader comments

Trending articles

Publication dates

5 years

Summary ▾ 20 per page ▾ Sort by Most Recent ▾

Search results

Items: 1 to 20 of 15036

1. [Cognitive Rehabilitation for Attention and Memory in people with Multiple Sclerosis: study protocol for a randomised controlled trial \(CRAMMS\)](#)

Lincoln NB, das Nair R, Bradshaw L, Constantinescu CS, Drummond AE, Erven A, Evans AL, Fitzsimmons D, Montgomery AA, Morgan M.

Trials. 2015 Dec 8;16(1):556. doi: 10.1186/s13063-015-1016-3.

PMID: 26643818 Free Article

[Similar articles](#)

Send to: ▾

Filter your results:

All (67935)

[Free Full Text \(15036\)](#)

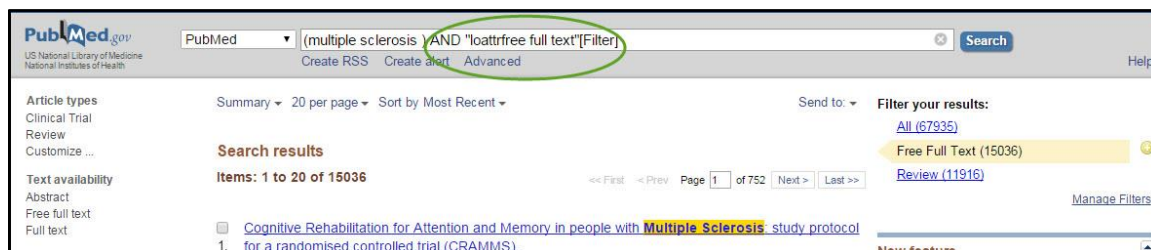
[Review \(11916\)](#)

[Manage Filters](#)

New feature

Try the new Display Settings option - Sort by Relevance

After clicking on the plus sign, you will see the filter added to the General Search box:

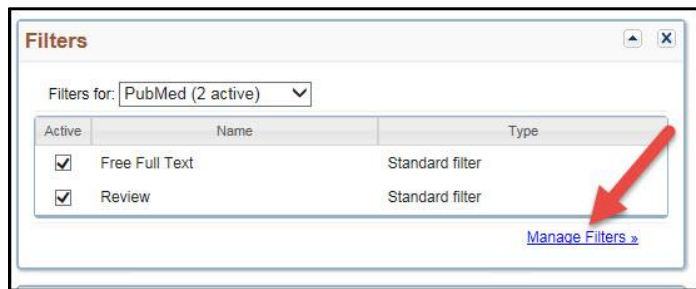


Rerun the Search by clicking on the Search button.

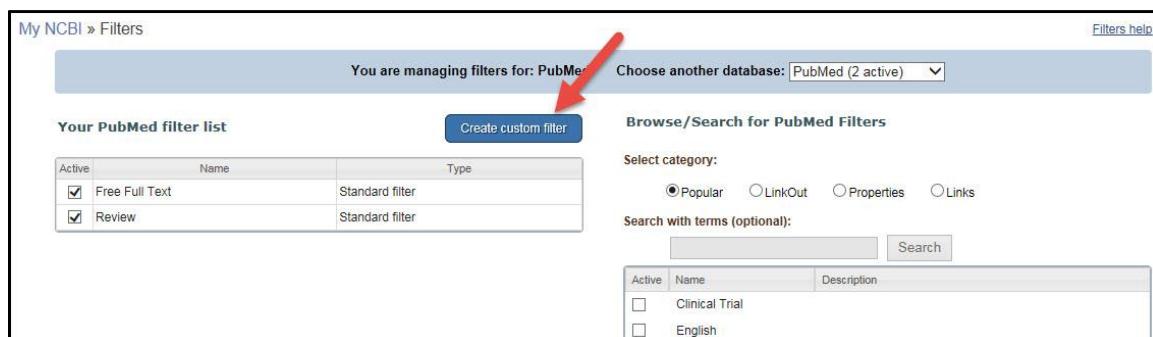
Apply an additional filter from the right hand list of filters by clicking on a filter of your choice. Using this method, you can apply more than one filter from your NCBI list of filters to a search.

PRACTICE EXERCISE 2: CUSTOM FILTERS

Click on the "My NCBI" link in the top blue bar to return to the NCBI page. Focus on the Filters portlet. Click the "Manage Filters" link at the bottom of the portlet:



Click the "Create Custom Filter" button in the left hand pane:



Copy and paste this search into the box: **inprocess [sb]** (Or use a custom search of your choice).

Click "Test This Query" to test the search and be sure it returns results. (If you have a typo in the search, it will give an error). Click in the Save filter as box to give the filter a name. Click "Save Filter."

Add Custom Filter in PubMed

Supply query terms to be used as a filter in PubMed:

Query terms:

694333 results found.

Save filter as:

Choose a name

You will now see the Custom Filter in your list of PubMed active filters. You can edit it using the "Gear" icon or delete it.

| Your PubMed filter list | | | |
|-------------------------------------|----------------|-----------------|------------------------|
| Create custom filter | | | |
| Active | Name | Type | |
| <input checked="" type="checkbox"/> | inprocess | Custom | delete |
| <input checked="" type="checkbox"/> | Free Full Text | Standard filter | |
| <input checked="" type="checkbox"/> | Review | Standard filter | |

Return to the PubMed home page and run a search of your choice or try: **ebolavirus**. Note the Custom Filter is now listed in your right hand list of filters and can be applied to the search.

PubMed.gov
US National Library of Medicine
National Institutes of Health

PubMed Search

Create RSS Create alert Advanced Help

Article types
Clinical Trial
Review
Customize ...

Text availability
Abstract
Free full text
Full text

PubMed
Commons
Reader comments
Trending articles

Summary 20 per page Sort by Most Recent Send to: Filter your results:

Search results
Items: 1 to 20 of 1624

<< First < Prev Page 1 of 82 Next > Last >>

1. [Survey and Visual Detection of <i>Zaire ebolavirus</i> In Clinical Samples](#)
[Targeting the Nucleoprotein Gene in Sierra Leone.](#)
 Li H, Wang X, Liu W, Wei X, Lin W, Li E, Li P, Dong D, Cui L, Hu X, Li B, Ma Y, Zhao X, Liu C, Yuan J.
 Front Microbiol. 2015 Dec 1;6:1332. eCollection 2015.
 PMID: 26648918

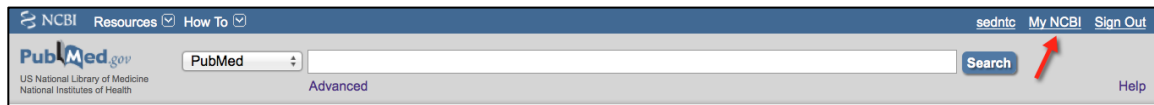
All (1624)
[Free Full Text \(896\)](#)
[Review \(200\)](#)
[inprocess \(73\)](#)

Manage Filters

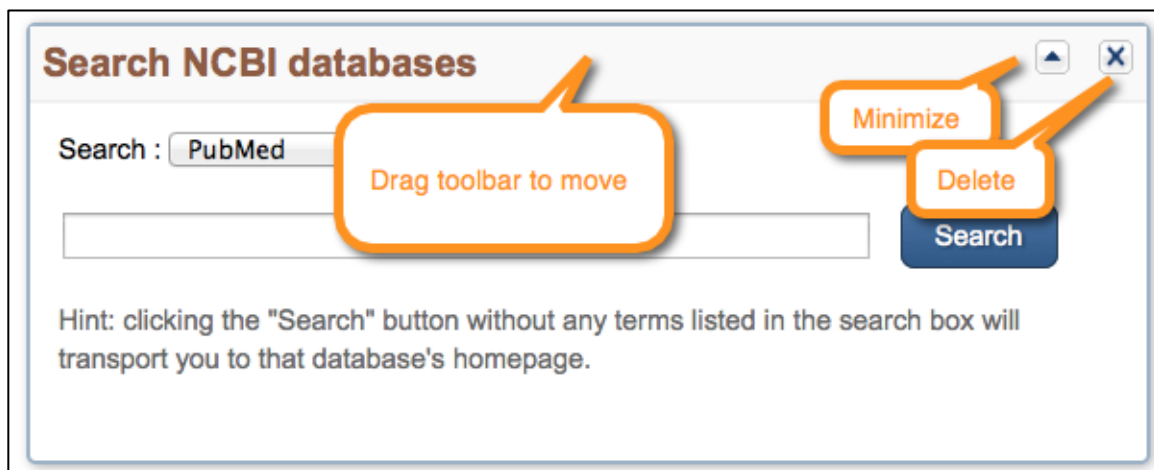
New feature

PRACTICE EXERCISE 3: CUSTOMIZE YOU'RE MY NCBI PAGE

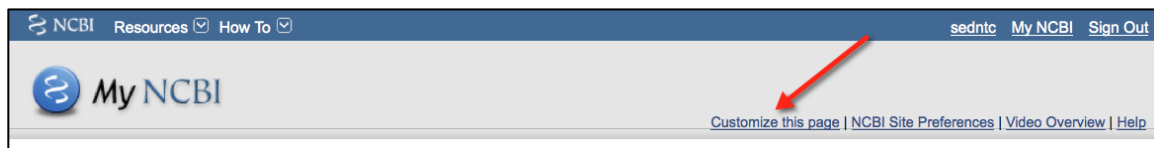
Click on the "My NCBI" link in the top blue bar to get to the My NCBI page.



Practice moving the portlets (windows) around, minimizing and maximizing portlets, and deleting a portlet.

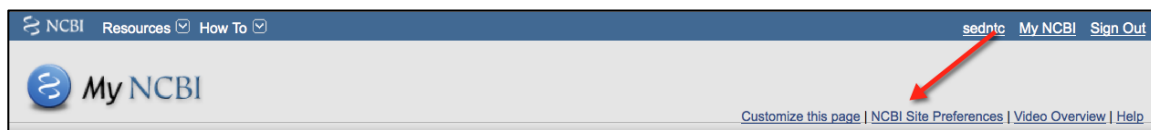


To bring back the deleted portlet, click on the "Customize this page" link in the top right corner of the gray bar:



Find the portlet you deleted. Click the checkbox next to the portlet. Click the Done button to save your changes.

Click on the "NCBI Site Preferences" link, located in the upper right hand corner of the gray toolbar:



Spend a few minutes customizing the following settings:

1. Links Display
2. Highlighting
3. Auto suggest
4. Abstract supplemental data
5. Result display setting

PRACTICE EXERCISE 4: Create an Alert (this will save your search)

In PubMed's General Search box, search for:

Caffeine/adverse effects

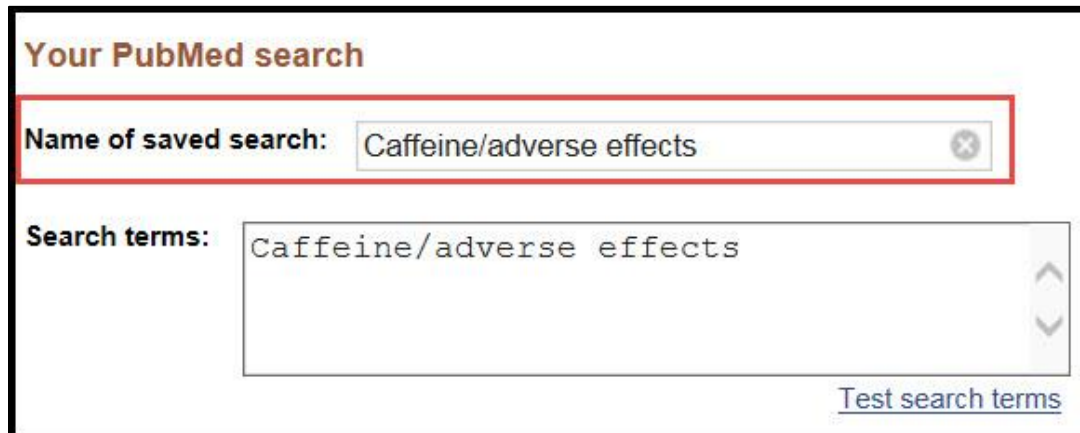
Or use a search of your choice.

On the results page, click on **Create Alert**:



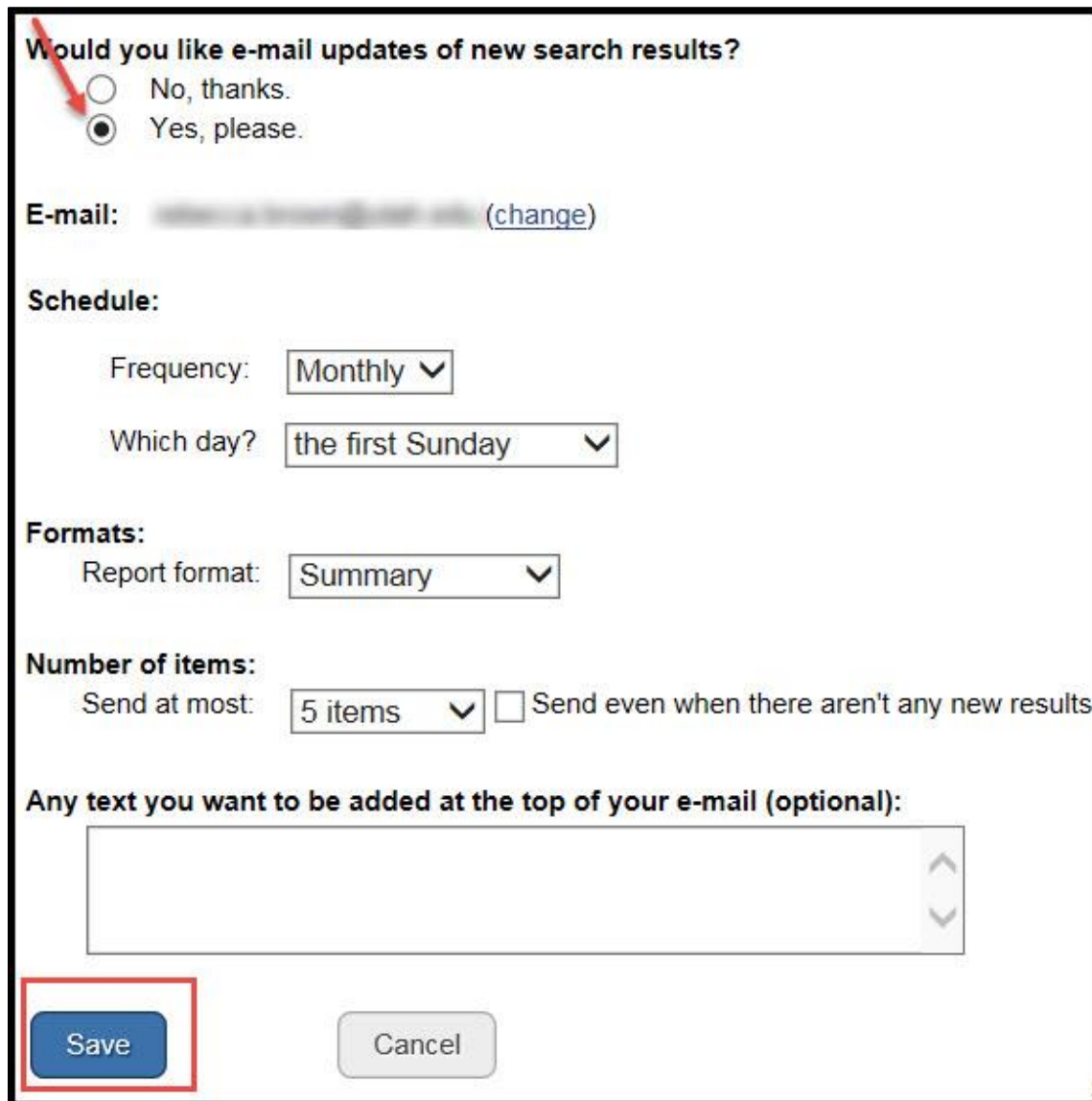
The screenshot shows the PubMed search results page. At the top, the search bar contains 'Caffeine/adverse effects' with a red arrow pointing to the 'Create alert' link. The page displays search results for 'Caffeine/adverse effects' with 2471 items. The first result is '[Does coffee during pregnancy harm the baby?]' by Kinderkrankenschwester, 2015 Apr;34(4):154-5. German. No abstract available. PMID: 26309985. The page also shows filters for 'All (2471)', 'Free Full Text (405)', and 'Review (369)'. A 'New feature' dropdown menu is visible on the right.

Name the Search...



The screenshot shows the 'Your PubMed search' dialog box. It has a field for 'Name of saved search:' with the text 'Caffeine/adverse effects'. Below this is a field for 'Search terms:' with the text 'Caffeine/adverse effects'. At the bottom right, there is a 'Test search terms' button.

Set up an e-mail alert of your choosing by clicking the "Yes, please" radio button under the question "Would you like e-mail updates of new search results?" and then filling out form fields:



Would you like e-mail updates of new search results?

☐ No, thanks.

☒ Yes, please.

E-mail: (change)

Schedule:

Frequency:

Which day?

Formats:

Report format:

Number of items:

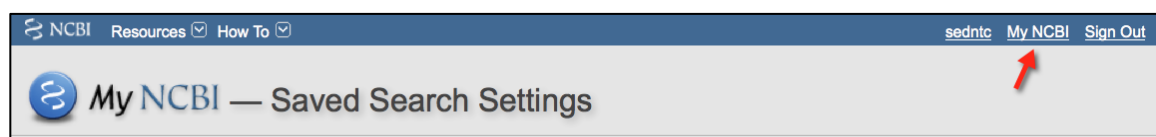
Send at most: ☐ Send even when there aren't any new results

Any text you want to be added at the top of your e-mail (optional):

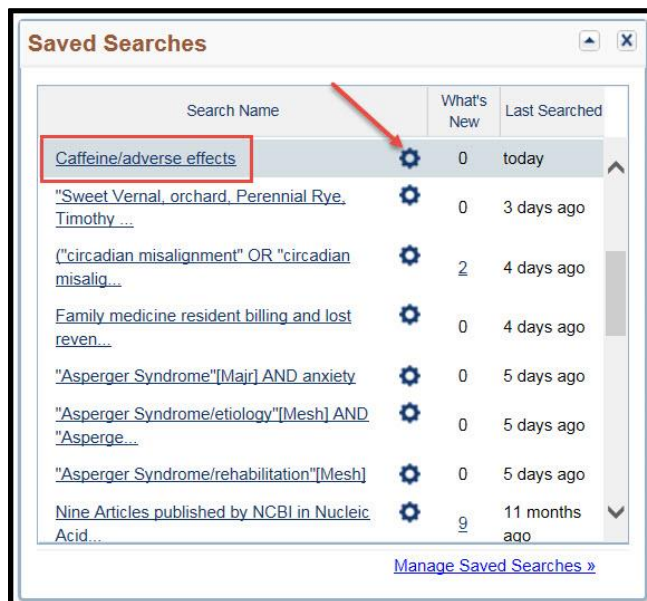
Save **Cancel**

Click Save.

Practice editing the Saved Search. Click on the My NCBI link in the top blue bar:



Find the "Saved Searches" portlet. Click on the "Gear" icon next to the Saved Search you just created:



Then change the e-mail settings back to "No, thanks." Click Save.

Optional: If you wish, delete the Saved Search by clicking on the "Manage Saved Searches" link in the Saved Searches portlet. Click on the checkbox next to the search you want to delete, and then click "Delete Selected Items."



PRACTICE EXERCISE 5: CREATE A COLLECTION

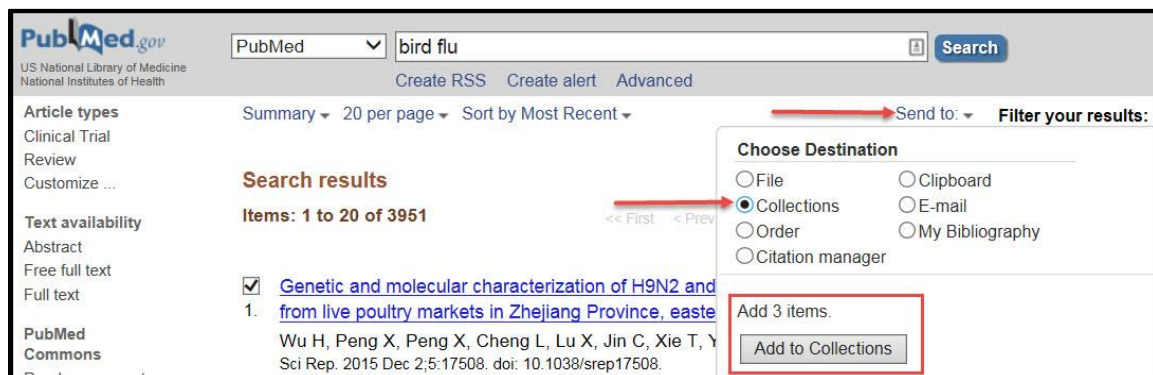
In PubMed's General Search box, search for:

Bird flu

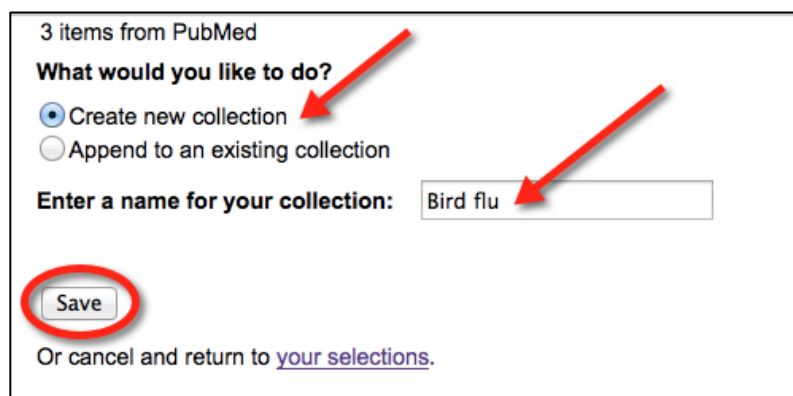
Or a search of your choice.

Select the first three results of the search (or any results that interest you if this is a search of your choice) by clicking the checkbox next to the citation.

Click on the "Send To" dropdown. Choose the "Collections" radio button. Click on "Add to Collections."

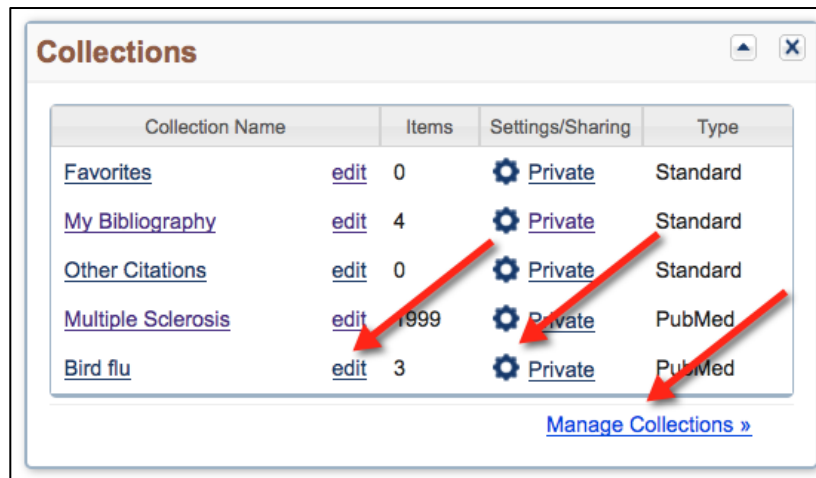


On the next screen, change the radio button to "Create New Collection." Give the collection a name that will make sense later. Click Save.



Practice manipulating the collection items and settings. Click on the "My NCBI" link in the top blue bar to return to the NCBI page. Focus on the Collections portlet. Perform the following actions:

1. Click on the "edit" link to practice removing individual citations. When done, navigate back to the Collection portlet, and then proceed to #2.
2. Click on the "Gear" icon to edit the overall collection settings. When done, navigate back to the Collection portlet, and then proceed to #3.
3. Click on the "Manage Collections" link at the bottom of the portlet to delete the entire collection, if you wish.



LINKS SHARED IN CLASS

SciENCv link:

http://www.nlm.nih.gov/pubs/techbull/so13/so13_sciencv.html

Shared Settings (video):

<http://www.nlm.nih.gov/bsd/viewlet/linkout/myncbisharesettings/index.html>

MY BIBLIOGRAPHY LINKS:

http://www.ncbi.nlm.nih.gov/books/NBK53595/#mybibliography.Managing_Compliance_to_th

<http://campusguides.lib.utah.edu/nihpublicaccesspolicy>